

Minutes of Royalton Hartland Community Library Board of Trustees meeting  
May 20, 2024

Members present: Diana Bragg, Katherine Henninger, Regina Brown, Michele Smith-Link, Carole George, Margaret Allen, Keith Bond, Richard Crafts, Ellen Gagne-Interim Library Manager, Excused  
Linda Pickreign

1. President Michele Smith-Link called the meeting to order at 6:06, followed by the Pledge to the flag. Michele welcomed Ellen as our Interim Library Manager
2. A ten-minute public comment session was offered
3. Secretary's Report: The minutes of the April 29<sup>th</sup> meeting were approved as amended
4. Treasurer's Report: The treasurer's report was approved as amended
5. Director's Report: There was no Director's report
6. Old Business:
7. There was no old business to report
8. New Business:
  - a. Back stairs replacement: We will have another estimate on the back stairs by our next meeting.
  - b. Memorial books will be purchased in memory of long-time board member Herb Koenig and recently deceased former board member, Gretchen Lang.
  - c. The Friends of the Library accepted the April 25<sup>th</sup> resignation Chair/Treasurer Rebecca Schweigert. Their new slate of officers is as follows: Chairperson Liz Winters, Secretary Becky Rhoney, and Treasurer Ila Schnackel. A book sale is planned for September 8<sup>th</sup> during the Classic Car Cruise.
  - d. A motion was made by Diana and seconded by Carole that we develop an internal policy stating that anyone purchasing items for the library must use the tax-exempt number or pay the tax themselves. Motion was carried with one nay from Keith Bond.
  - e. Interim update:
    1. Carole and Michele have removed Gretchen's name from the library's accounts at Tompkins bank. Still need to remove her name from the credit card.
    2. Carole, Ellen, Michele, and I will meet with Jen Thom, our accountant, on June 11<sup>th</sup>.
    3. Michele and I will meet with Ellen to set up the summer schedule.
    4. Ellen will put the information on the website posting the open position for director. This will also be on NIOGA and WNYRIC sites.
    5. The budget committee consisting of Carole, Michele and I will meet June 3<sup>rd</sup> to develop a tentative budget to be presented at our June meeting.
    6. Michele and I attended the STEAM event at the Elementary school.
    7. Reminder that the NIOGA dinner is Thursday, May 23. The library will close at 5:00 so we may attend.
9. A ten-minute public comment session was offered.
10. Motion to adjourn from Carole, second from Regina, the motion passed. The meeting was adjourned at 7:00PM

Next meeting June 17, 2024

Respectfully submitted,

Margaret Allen